

**M.I.E.T. Engineering College**  
(Autonomous)

**Regulations 2024**

**Master of Business Administration**  
(MBA)



# M.I.E.T. ENGINEERING COLLEGE

(Autonomous)

## REGULATIONS 2024

### CHOICE BASED CREDIT SYSTEM

#### MBA Programme

(Students admitted from the Academic Year 2024-25 onwards)

#### 1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- I **Programme** means Degree Programme (i.e.) MBA Degree Programme.
- II **Branch** means a functional domain of the MBA Degree programmes such as marketing, Finance, HRM etc.
- III **Course** means Theory or Practical subject in a semester such as Statistics for Management, Managerial Economics, Operations Management, Hospitality Management etc.
- IV **Head of the Department** means Head of the Department Concerned.
- V **Head of the Institution** means the Principal of the College who is responsible for all academic activities of the College and for the implementation of relevant rules and regulations.
- VI **Controller of Examinations** means the authority of the College who is responsible for all examination activities of the College.
- VII **University** means ANNA UNIVERSITY, CHENNAI.

#### 2 ADMISSION PROCEDURE

Students are admitted to the M.B.A Programme as per the procedures and norms prescribed by the Directorate of Technical Education, Government of Tamil Nadu and Anna University at the time of admission.

#### 3 DURATION OF THE PROGRAMME

The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in Table below irrespective of the period of break of study (vide clause 15) or prevention (vide clause 9.4) in order that the student may be eligible for the award of the degree (vide clause 12).

<b>Programme</b>	<b>Minimum No. of Semesters</b>	<b>Maximum No. of Semesters</b>
MBA (Full-Time)	4 (2 years)	8 (4 years)

Each semester shall normally consist of 90 working days (including examination days).

## **4 STRUCTURE OF THE PROGRAMME**

### **4.1. Categorization of Courses**

- i. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization.
- ii. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization in the functional and non-functional areas.
- iii. **Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Practical courses, Professional Practices, Case Study and Industrial Practical Training.

### **4.2. Courses per Semester**

The Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses.

### **4.3. Credit Assignment**

Each course is assigned certain number of credits based on the details in Table given below.

<b>Contact period per week</b>	<b>Credit</b>
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory / Seminar / Project Work etc.)	0.5

### **4.4 Credit Distribution**

The minimum of 105 credit to be earned by the student for the award of the degree. The details of the credit distribution is given below

<b>Category</b>	<b>Credit Range</b>
PCC	60-70
PEC	20-25
EEC	20-25

### **4.5. Choice Based Credit System (CBCS)**

The curriculum includes Management Science, Professional Core, Professional / Programme Electives in addition to Seminar / Industrial Training / Project along with

Employment Enhancement Course(s). The CBCS provides an approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits and adopt an interdisciplinary approach to learning.

#### **4.6. Summer Internship**

The students must undergo internship continuously for a period of 4 weeks (2 Credits) during summer vacation under a faculty mentor assigned by the Head of the Department.

#### **4.7. Project Work**

**4.7.1.** The Project Work has to be undertaken in the final semester.

**4.7.2.** The Project work shall be carried out under a qualified Supervisor who is a faculty member.

**4.7.3.** A student may be permitted to work on projects in industries, organizations or in any department of the institute based on the recommendations of the Supervisor with the approval of the Head of the Department.

**4.7.4.** The student must attend the project review meetings for evaluating the progress.

#### **4.8. Industrial Visits / Field Visits/Out Bound Training**

Every academic year student is required to go for Industrial Visits / Field Visits/Out Bound Training. Head of the Department shall ensure necessary arrangements are made in this regard. The details of industrial visit completed by the student shall be recorded in the grade sheet.

#### **4.9. Industry Offered / Value added Courses**

Students can opt for Industry Offered / Value added Courses which will be offered by experts from Industry/Institution in collaboration with industry, subject to the approval by the Head of the institution. There will not be any End Semester Examination. Students shall complete such courses during the semester from I to III as and when the courses are offered by the department. If the student earns three or more credits, the student shall become eligible for waiver of one Professional Elective course. However students shall become eligible for waiver of one such course during the entire duration of study.

<b>Duration of Industry Offered / Value added Courses</b>	<b>Credits</b>
15 Hours	1
30 Hours	2
45 Hours	3

#### 4.10 Self Study Courses

Students may be permitted to apply for one self study course for the entire programme with the approval of the Head of the Institution through the Head of the Department. No formal lectures need to be delivered. The students those who have secured CGPA of greater than or equal to 7.5 and without history of arrears in I semester are eligible to carry out such course. The students can opt this course during II semester onwards. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course. Students shall have to undertake all continuous assessments and must appear for end semester examination. The evaluation methodology shall be the same as that of a theory course. The syllabus of the self study course shall be approved by the Board of Studies (BOS).

#### 4.11 Off campus/ Online Courses and Transfer of Credits

4.11.1 Students are permitted to optionally enroll from first semester onwards and shall study maximum of three off campus courses in physical/online/hybrid mode. The successful completion of these courses shall be considered in lieu of professional elective courses of curriculum as approved by the Head of the Institution.

4.11.2 Students are permitted to optionally enroll and study these courses through SWAYAM - NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits, transfer of credits and Mapping of the marks with the grades are shown in the following tables. The mapping of marks with grades is applicable only if the student passes the course as per the guidelines of NPTEL.

##### Duration of the course and Number of credits

S. No.	No. of Weeks	No. of Credits
1	4	1
2	8	2
3	12	3
4	16	4

##### Mapping of Marks scored in NPTEL course and Credits earned

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

#### 4.12 Research Practice

A student with minimum CGPA of 8.00 without any arrear in the 1<sup>st</sup> semester shall register for the course on 'Research Practice' during second semester. The outcome of the course lead to publication in SCI/ SCI-expanded/ SCOPUS indexed Journal/ Conferences in Management Science. Number of Credits for this course is 3. The student shall work under a faculty advisor who has published atleast 3 papers in SCI/ SCI-expanded/ SCOPUS indexed journals. The Student is the first author and faculty advisor is the second and corresponding author. The credits can be earned by the student in subsequent semesters (Second and Third). When the student provides evidence of the publication of the research paper through faculty advisor and Head of the Department, grade and credits will be awarded in the following semester. The grades will be awarded as per the following details.

S.No.	Category of Journal	Grade
1	One Research Paper in SCI/SCI-Expanded Journal	O
2	Two Research Papers in SCOPUS indexed Journals/ One granted patent	A+
3	One Research Paper in SCOPUS indexed Journal/ One published patent	A
4	One Research Paper in SCOPUS indexed Conference	B+
5	TNSCST / MSME Student Funded Project	B
6	One research paper in any other conference	C

If the student is not able to publish at the end of second semester, the registration will be automatically cancelled and he/she has to meet the credit requirements for the elective category by registering necessary elective course in third semester, if required. Further, if a student has not registered for this research course in second semester but meets all the requirements for earning the credits in this course, the student will be allowed to replace his/her grade and credits earned from programme elective or open elective with grade and credits earned from this research course.

#### 4.13 Additional credits

A student has to earn the total number of credits specified in the curriculum in order to be eligible to obtain the degree. However, if the student wishes, he/she is permitted to earn more than the total number of credits as additional credits.

- i. Research practice: As per clause 4.12
- ii. Off campus Courses: As per clause 4.11
- iii. Value added Courses: As per clause 4.9
- iv. Self study courses: As per clause 4.10

#### **4.14 Community Engagement**

Every student enrolls in the community engagement program (**2 credits**) during the second semester and participates in the field activity for a period of **60 hours (4 hours per week for 15 weeks)**. The pattern of evaluation shall be as applicable to EEC.

#### **4.15 Medium of Instruction**

The medium of instruction is English.

### **5 COURSE ENROLLMENT AND REGISTRATION**

**5.1** Each student on admission shall register for all the courses prescribed in the curriculum in the first Semester of study.

**5.2** The enrollment for all the courses from the Semesters II to IV will commence 5 working days prior to the commencement of the succeeding semester. If the student wishes, the student may drop or add courses within 10 working days after the commencement of the concerned semester and complete the registration process.

**5.3** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks /CGPA.

#### **5.4 Flexibility to Add or Drop courses**

From II semester to IV semester, the student has the option of registering for additional courses or dropping existing courses in a semester. The total number of credits that a student can add or drop in a semester is limited to 8, subject to a maximum of 3 courses. Maximum number of credits enrolled in a semester (including Shortage of Attendance (SA)) shall not exceed 41.

### **6 ASSESSMENT PROCEDURES FOR AWARDING MARKS**

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The weightage for the continuous assessment and end semester examination is given below.

S.No.	Category of course	Continuous Assessment Marks	End Semester Examination Marks
i.	Theory Courses	40	60
ii.	Laboratory Courses	60	40
iii.	Project Work	60	40
iv.	All other EEC courses not categorized as Theory or Laboratory courses	100	-

## 6.1 Theory courses

Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessment (CIA) throughout the semester and (ii) End Semester Examination. Three internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in three parts viz., Individual Assignment/Case study/Seminar/Mini project, attendance and Test with each having a weightage of 20%, 20% and 60% respectively. The tests shall be in written mode. Out of three CIAs, the best two CIAs are considered for calculating internal assessment marks and converted into a maximum of 40 marks, rounded to the nearest integer. End semester examination carries 60 marks.

Assessment	Assignment / Seminar Marks	Attendance Marks	Written Test Marks	Total Marks
CIA -I	20	20	60	100
CIA -II	20	20	60	100
CIA -III	20	20	60	100

## 6.2 Practical courses

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks. Every practical exercise/ experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be atleast one test. End semester examination carries 40 marks.

<b>Internal Assessment (100 Marks) *</b>	
Evaluation of Laboratory Observation, Record	Test
75	25

\* Internal assessment marks shall be converted into 60 marks.



### 6.3 Assessment for project work

The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through continuous internal assessment done through three reviews and 40 marks for End Semester Viva Voce examination. There shall be three assessments during the semester by a review committee. The student shall make presentation on the progress made before the committee. The review committee consists of supervisor, Head of the Department and a project Co-Ordinator and the marks are to be distributed as shown in following table

Project Work	Continuous Assessment Internal (60 Marks)			End Semester (40 Marks)			
	Review I	Review II	Review III	Project Evaluation		Viva – Voce	
				Supervisor	External	External	Internal
	10	20	30	10	10	10	10

If the student has shortage of attendance in the Final Project work, the student will not be permitted to submit the project report in that semester and has to re-enroll for the same in the subsequent semester. The deadline for submission of final Project Report is 30 days from the last working day of the semester in which project work is done. If a student fails in the Viva-Voce examination of Project Work, the student can resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of the project and subsequent viva- voce examination will be considered as reappearance with payment of exam fee.

### 6.4 Summer Internship

Summer internship shall be for a period of 4 weeks and carry 100 marks as specified in the curriculum and shall be evaluated as per the following. At the end of internship, the student shall submit a detailed report on the training undergone and a certificate of successful completion of internship from the organization concerned is to be submitted duly signed by the student, internship supervisor and Head of the Department. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a two member Departmental Evaluation Committee constituted by the Head of the Department.

<b>SUMMER INTERNSHIP</b>		
<b>EVALUATION MARKS (100)</b>		
<b>REPORT</b>	<b>PRESENTATION</b>	<b>VIVA VOICE</b>
40	30	30

### 6.5 Assessment for Value Added Courses

Value Added Course (Vide clause 4.9) shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. Faculty handling the course and coordinator shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on performance.

### 7 FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a faculty of the Department, who shall function as Faculty Advisor for those students throughout their period of study. The responsibilities of the faculty advisor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform discipline to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students feedback about the course and course instructor, and the programme exit survey.
- To provide all the details of academic, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the Institution through Head of the Department.

## **8 CLASS COMMITTEE**

The class committee meetings are normally constituted by the Head of the Institution. A Class Committee Meeting (CCM) shall be composed of the Chairperson from other departments and minimum 2 student representatives of the respective class. Normally two class committee meetings in a semester shall be conducted. The class committee meeting shall be conducted after the commencement of the first and second Continuous Internal Assessments. The chairperson of the class committee is required to prepare the minutes of every meeting and submit the same to the Head of the Institution within three working days. The Head of the Institution along with the Head of the Departments and chairperson convene a meeting to discuss the minutes of class committee meetings. The Head of the Department will inform the grievances given by the students to the faculty members of the concern department and plan to rectify the same. The functions of the class committee include:

- Solving problems faced by students in the classroom and in the laboratories
- Informing the student representatives about the academic schedule dates and enquire about the syllabus coverage.
- Clarifying the regulations of the Degree Programme.
- To educate the students about the outcome-based education.
- In each meeting except first meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

## **9 REQUIREMENTS OF APPEARING FOR THE END SEMESTER EXAMINATIONS**

**9.1** Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance, course wise, taking into account the number of periods required for that course, as specified in the curriculum.

**9.2** A student shall normally be permitted to appear for the end semester examination of the course if the student has satisfied the attendance requirements and has registered for the examination in those courses of that semester by paying the prescribed fee.

**9.3** However, a student who secures overall attendance between 65% and less than 75% in the current semester due to medical reasons (prolonged hospitalization / accident /

specific illness) may be permitted to appear for the current semester examination, subject to the condition that the student shall submit the medical certificate attested by the Head of the Department along with a condonation fee. The same shall be forwarded to the Controller of Examinations for record purposes.

**9.4** Students who secure less than 65% overall attendance shall not be permitted to write the End Semester examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year as per the norms prescribed.

## **10 PASSING REQUIREMENTS**

**10.1** A candidate who secures not less than 50% of total marks prescribed for the courses (CIA + End semester examination) with a minimum of 45% of the marks prescribed for the end-semester Examination in theory and practical courses (including Project work) shall be declared to have passed in the Examination.

**10.2** If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (CIA + End Semester Examination) as per clause 9.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

**10.3** If a student fails in the end semester examination in the Final Project work the student shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of the project report and the subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case the student does not resubmit the project report within the 30 days period or again fails in the subsequent viva-voce examination after resubmission of the report, the student shall re-register for the project work in the subsequent semester and redo the project.

## **11 AWARD OF LETTER GRADES**

1. The assessment shall be based on the performance in the End Semester Examinations and Continuous Internal Assessment. Letter Grades (based on Credit Point and Grade

- Point) are awarded to the students based on the performance in the evaluation process.
- Credit Point is the product of Grade Point and number of credits for a course and Grade Point is a numerical weight allotted to each letter grade on a 10-point scale, while the Letter Grade is an index of the performance of a student.
  - The performance of a student will be reported using Letter Grades, each carrying certain points as detailed below. A student who earns a minimum of 5 grade points in a course is declared to have successfully passed the course.

Letter Grade	Grade Points	Marks
O (Outstanding)	10	91 -100
A+ (Excellent)	9	81 -90
A (Very Good)	8	71 -80
B+ (Good)	7	61 -70
B (Average)	6	56 -60
C (Satisfactory)	5	50 -55
U (Reappearance)	0	<50
W (Withdrawal)	0	0
UA (Absent)	0	0
SA (Shortage of Attendance)	0	0

After completion of the evaluation process, Grade Point Average (GPA), and the Cumulative Grade Point Average (CGPA) is calculated using the formula:

$$GPA = \frac{\sum_{i=0}^n C_i GP_i}{\sum_{i=0}^n C_i}$$

Where,

$C_i$  - Credits assigned to the course

$GP_i$  - Grade point corresponding to the letter grade obtained for each course

$n$  - Number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. “U” and “UA” grades will be excluded for calculating GPA and CGPA.

## **12 ELIGIBILITY FOR THE AWARD OF DEGREE**

A student shall be declared to be eligible for the award of the Degree provided the student has

- i. Successfully earned the required number of total credits as specified in the curriculum within the stipulated time. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the courses prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- ii. Successfully passed any additional courses prescribed in the curriculum.
- iii. No disciplinary action pending against the student.
- iv. The award of Degree must have been approved by the University.

## **13 CLASSIFICATION OF THE DEGREE AWARDED**

### **13.1 First Class with Distinction**

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the semesters in the First attempt. Authorized break of study of one year or withdrawal from examination (vide Clause 15) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.

### **13.2 First Class**

A student who have passed the examination in all the courses of all the semesters with a CGPA of not less than **6.50**.

### **13.3 Second class**

All other students (not covered in clauses 13.1 and 13.2) who qualify for the award of the degree shall be declared to have passed the examination in Second Class.

## **14 PROVISION FOR WITHDRAWAL FROM EXAMINATION**

- ### **14.1**
- A student may for valid reasons (medically unfit / unexpected family situations/ sports approved by Head of the Department and Head of the Institution) be granted permission to withdraw from appearing for the end semester examination in one or more courses only in **ANY ONE** of the semester examinations during the entire duration of the programme. The application shall be sent to Head of the Institution through Head

of the Department with required documents.

- 14.2** Withdrawal application shall be valid only if the student is eligible to write the examination (Clause 10) and if it is made within ten working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 14.3** Notwithstanding the requirement of mandatory ten working days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 14.4** If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 14.5** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

## **15 BREAK OF STUDY FROM A PROGRAMME**

- 15.1** A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.
- 15.2** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining.
- 15.3** Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.
- 15.4** The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed maximum period specified in Clause 3 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 15).
- 15.5** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Head of the Institution through the Head of the Department.
- 15.6** If a student has not reported to the department for a period of two consecutive

semesters without any intimation, the name of the student shall be deleted permanently from the institution rolls. Such students are not entitled to seek readmission under any circumstances.

**15.7** If a Regular student wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorized break of study for one year. The candidate shall join the job only after getting approval of the same by Head of the Institution.

**16 RETEST**

No retest (for CIA Tests) is entertained for the students who are absent during the regular schedule. However under extraordinary circumstances on case to case basis, if the reason for absent is found to be unavoidable and genuine, the student may approach the Head of the Department through faculty advisor and retest may be conducted by the office of Controller of Examinations, if it is duly forwarded by the Head of the Institution.

**17 REVALUATION**

Candidate can apply for revaluation of his / her end semester examination answer script (theory courses only) within two weeks from the declaration of results on payment of a prescribed fee and the prescribed application has to be sent to the Controller of Examinations through the Head of the Department. A candidate can apply for revaluation of answer scripts not exceeding five courses at a time. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate through the concerned Head of the Department.

**18 SPECIAL SUPPLEMENTARY EXAMINATIONS**

One Special Supplementary Examination shall be conducted immediately after the publication of the results of review of the Final Semester Examination for candidates who have one or two arrears in theory / laboratory courses from I semester onwards. Students with three arrears and more are not eligible to appear for this special supplementary examination. Controller of Examinations shall publish a schedule of special supplementary examination after the last date of registering for the examination. The pattern of evaluation will be the same as that of the end semester examination. Such appearance in special supplementary examination will be treated as another attempt and it will be reflected in the grade sheet. However, those students who have withdrawn any of the Four semester courses including Project Work for



valid reasons, are entitled to appear for the special supplementary examination and their appearance in the special supplementary examination will not be treated as another attempt.

## **19 RANKING**

A candidate who qualifies for the programme passing all the Examinations in the first attempt, within the minimum period prescribed for the programme of study shall be eligible for ranking. Such ranking will be confined to 5% of the total number of candidates qualified.

## **20 PLACEMENTS**

Placement is one of the most important outcomes of the programme both for students and the Institution. The Institution attaches a very high priority to this and actively interfaces with companies to create enough opportunities that provide a good starting point for careers in management. It is natural that the Institution stipulates high standards for students to be eligible for placement. Such eligibility criteria for participating in the placement activities along with guidelines will be shared with the students at the appropriate time.

## **21 EXTRA / CO-CURRICULAR ACTIVITIES**

It is desirable that students participate in as many activities as possible within and outside the Institution, which contribute to honing of their skills and competencies for a successful career in management. Competitiveness, multi-tasking, time management, teamwork, presentation skills, networking skills, social awareness are some of the traits that are highly valued by recruiters. Students can judiciously identify such activities for participation. It is compulsory that permission be obtained for internal and external participation within the framework of class attendance requirements. Students are accountable both to themselves and to the Institution for their time during the programme.

## **22 DISCIPLINE**

Every student is required to observe disciplined and decorous behavior both inside and outside the institution and not to indulge in any activity which will tend to bring down the prestige of the Institution. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the department to which the student belongs and the Head of another department to enquire into acts of indiscipline

and notify the Institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, the committee shall take final decision.

### **23 MALPRACTICE**

If a student indulges in malpractice in any of the end semester examinations, the student shall be liable for punitive action as prescribed by the Committee Constituted by the Head of the Institution from time to time.

### **24 PROVISION OF SCRIBE**

The Institution will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

### **25 DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD**

Every Faculty member is required to maintain Academic and Assessment Record (AAR) along with Course File consisting of the following details i) Time-table, Course syllabus, Programme outcomes, Course outcomes ii) Details of attendance of each student marked in each theory /practical class. iii) CIA Test, Details of Assignment / Seminar given, Course Delivery details, Corrective and Preventive actions on test performance of students and any other additional details. The AAR should be submitted to the Head of the Department periodically for checking the syllabus covered, the test marks and attendance. The Head of the Department shall sign with date in the AAR after due verification.

### **26 CONDUCT OF ACADEMIC AUDIT**

Academic Audit is to be done for every course taught during the semester. The academic audit shall verify all the academic records pertaining to the Regulation in force, the attendance and assessment record, CO, PO attainment records, student's and course coordinators feedback of the courses, report of industrial training / internship and the overall teaching-learning process based on Bloom's taxonomy. Action plan based on audit implementation for continuous improvement is to be prepared. Academic documents should be available with the department/faculty for five years.

## **27 COURSES OF STUDY AND SCHEME OF EXAMINATION**

The courses of study with respective curriculum, syllabi and the scheme of Examinations are given separately.

## **28 REVISION OF REGULATION AND CURRICULUM**

The Institution may from time-to-time revise, amend or change the Regulations, scheme of Examinations, Curriculum and syllabi if found necessary through the Board of Studies and Academic Council of the Institution and implement either in retrospective or prospective manner as decided by the Academic Council.

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